

TOPIC 2: CREATING A JOB VACANCY NOTICE

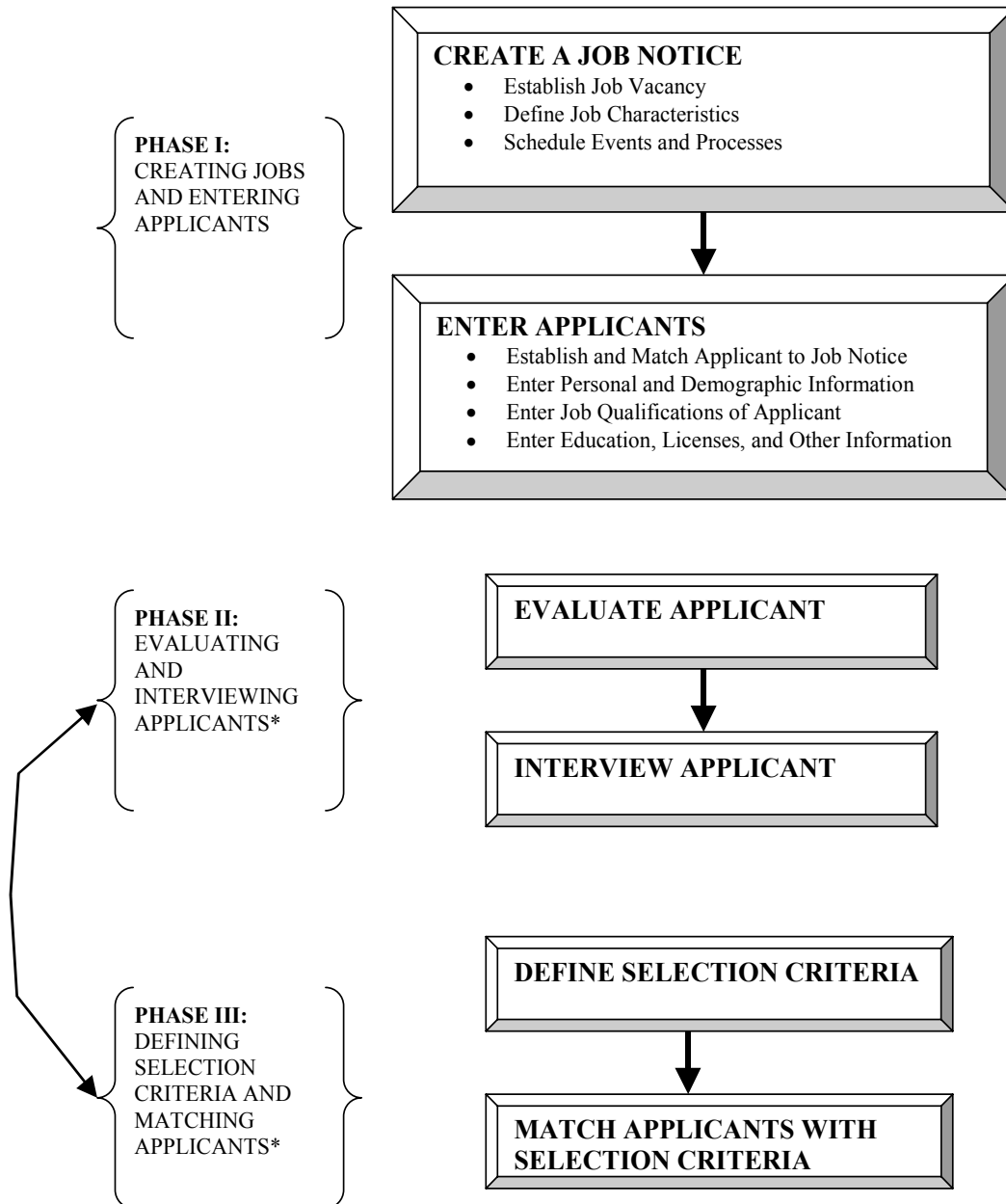
The purpose of this topic is to learn the steps that are involved in processing a job vacancy notice as the first phase of the Applicant Tracking process. These steps include entering the profile of the job notice into the system, scheduling events related to the job notice, specifying job requirements, and capturing agency-specific information regarding the job notice.

At the end of this topic, you will be able to:

- Describe the Job Vacancy Notice process
- Set up job requirements using the Applicant Tracking Title Group (ATTG) and Job Requirements (JBRQ) tables
- Complete a Job Notice Profile (JNOT) transaction
- Complete a Job Notice Schedule (JNSA) transaction
- Describe the uses of the Job Notice User Defined Window (JUS1)



APPLICANT TRACKING LIFE CYCLE



*Phase II and III can be implemented in conjunction with one another or in reverse order depending upon the hiring needs.



JOB VACANCY NOTICE PROCESS

The Applicant Tracking functionality supports the on-line processing of job vacancy notices and applications. The use of the Applicant Tracking subsystem is optional. Agencies may, at their discretion, utilize the Applicant Tracking features to facilitate the recruitment processes and the maintenance of applicant data. As it was described in Topic 1, the existing Management and Applicant Information Resources System (MAIRS) will continued to be utilized to track the applications for employment in departments covered by the Merit System.

Transactions used for creating and processing job vacancy notices are the Job Notice Profile (JNOT), Job Notice Schedule (JNSA), Job Requirements (JOBQ), and Job Notice User Defined (JUS1).

Completing the Job Notice Profile (JNOT) transaction is the first step in processing the job vacancy notice. If an agency utilizes the Applicant Tracking subsystem, completing the JNOT is required. The JNOT allows the user to enter detailed information about the job notice such as the start date and end date of the job notice, the title group, the maximum number of hires, and contact information.

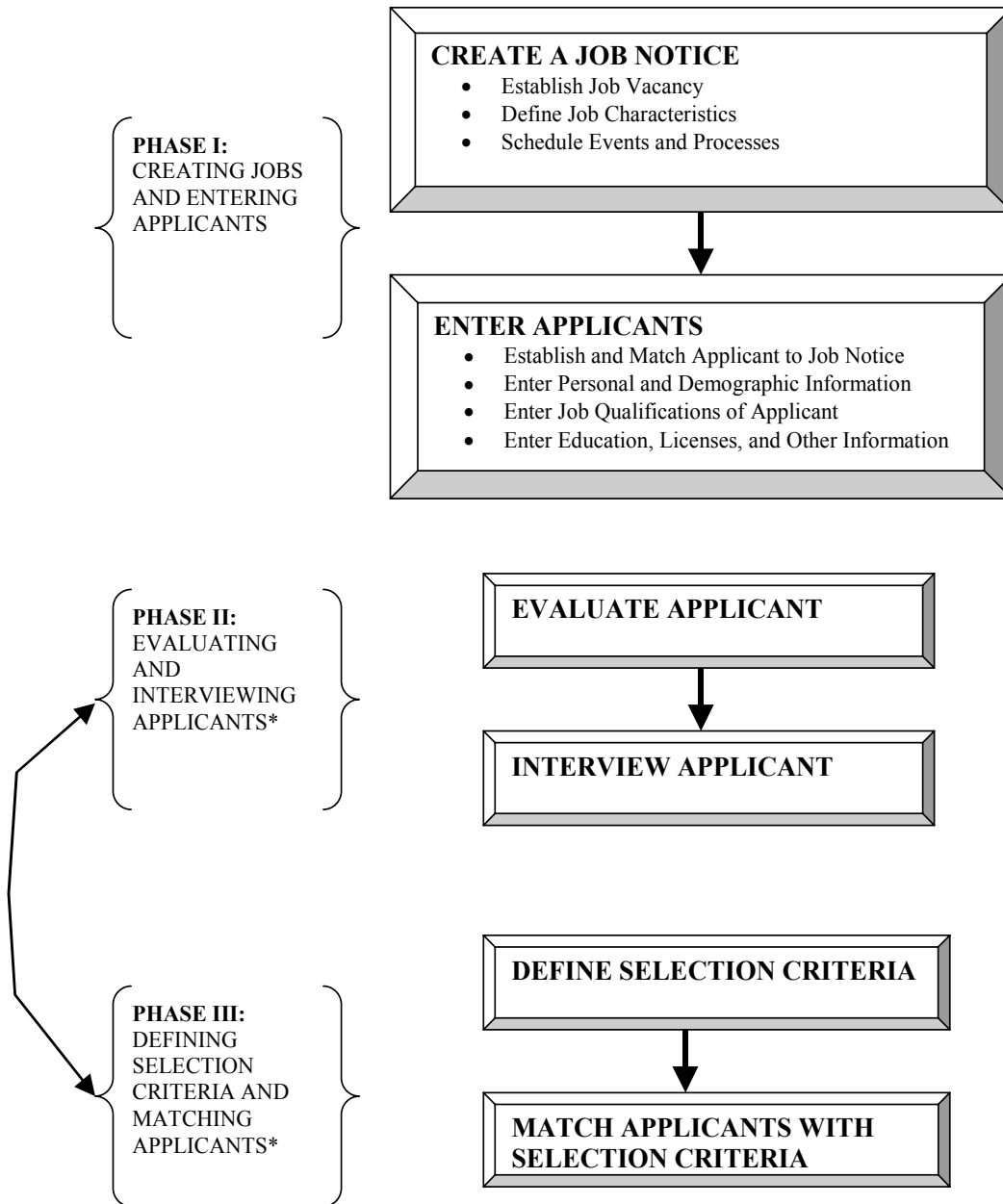
The Job Notice Schedule (JNSA) transaction is the second step in the Job Vacancy Notice process. The use of the JNSA transaction is optional. The JNSA is used to schedule events related to the job vacancy. Some examples of schedule activities include advertising in a local newspaper, posting the job internally, or selecting applicants for interview.

The Job Requirements (JBRQ) table is the third step in the Job Vacancy Notice process. The use of the JBRQ table is optional. The JBRQ is used to define requirements of a specified job notice. These requirements include minimum years of work experience, degree requirement, licenses and certifications, interviews, tests, skills, and other factors necessary to qualify for the job. The user can define minimum scores for interview, tests, and other factors. In addition, the JBRQ supports assigning weights to each test, interview, skill, or other factor.

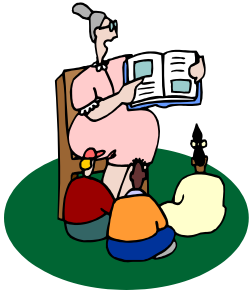
The Job Notice User Defined (JUS1) transaction is the final step in processing the job vacancy notice. The use of the JUS1 is also optional. The JUS1 allows agencies to capture agency-specific information related to the job notice. It is imperative that agencies carefully determine and clearly communicate how fields in the JUS1 are used within their agencies.



APPLICANT TRACKING LIFE CYCLE



*Phase II and III can be implemented in conjunction with one another or in reverse order depending upon the hiring needs.



SCENARIO

The Missouri Department of Transportation (MoDOT) needs to advertise for a Construction Technician position in District 9. Whoever is hired for this position would start 3 months from today and work for six months. In order to ensure sufficient time to complete the entire hiring process, you need to start the Job Vacancy Notice process no later than today. The position will be posted in the local newspapers on two Sundays - this coming one and the next. Acceptance of applications will close at 5:00 p.m. on Friday, following the second posting date. The resume review process will be completed by the second Friday following the second posting date. Interviews will be conducted from four weeks after today's date through six weeks after today's date. A final decision will be made seven weeks after today's date.

The interview for this position will be broken down into Education History and Prior Work Experience. Each portion of the interview is weighted at 50% of the total interview score. There is also a written test for this position. A minimum interview score of 80 and a minimum written test score of 75 is required for successful applicants.

Let's look at how you would start the job vacancy notice process.

Note: There may be times when you do not know the exact position number for which a job notice is to be created. If the position has already been established, you can access the Position Status Inquiry (QPST) to locate the position number. For example, you can view the QPST and find a position number for the Construction Technician position.



JOB NOTICE PROFILE (JNOT)

ADVANTAGE Desktop - 0A134

File Edit Display Process Window Help

Job Notice Profile

Job Notice ID: RAT02W1001 Start Date: 05 / 31 / 00 End Date: 08 / 31 / 00

Title Group: GNERIC Job Notice Type: C Job Statement: GNERIC

Short Description: CONST TECH ☐ Allow Auto Application Status Updates

Long Description:

Job Status: Status Reason: Status Date: / /

Agency: Organization:

Profile Information | Contact and Overrides

Position Type	Maximum # of Hires	Civil Service Status
<input type="radio"/> Permanent	Time Classification	Percentage of FTE
<input type="radio"/> Temporary	Work Location	Work Cycle
<input checked="" type="radio"/> Not Applicable	Geographic Area	Special Requirements
	Target Step	Target Hire Date
	Position Number	Date of Origin

Messages Tran ID: 10:56 AM 05/31/00



NOTES



JOB NOTICE PROFILE (JNOT)

Remember that the Job Notice Profile (JNOT) transaction is where you will provide the basic information about this job vacancy. Let's complete a JNOT for the Construction Technician needed by MoDOT.

Step 1 To open the JNOT from the SAM II Desktop Navigator window, click the Go To icon. Type JNOT in the Code field. Click on the OPEN button.

Step 2 Populate the fields on the header section of the JNOT.

JOB NOTICE ID – Required. Enter a new job notice identification number to establish a new job notice. The first character will be the letter designating your agency. Agencies will determine the schema for numbering the rest of the characters. Valid values are located on the Job Notice Roster (QJNT) window. To change an existing job notice, enter the number of the job notice to be updated. **SEE STUDENT CARD**

START DATE – Required. Enter the date (*mm/dd/yy*) that the job notice becomes effective. Type **TODAY'S DATE**

END DATE – Optional. Leave blank or enter the date (*mm/dd/yy*) the job notice ends. If left blank, it will infer a date of 99/99/99. Type **THREE MONTHS FROM TODAY**

TITLE GROUP – Required. Enter the code for the title group associated with this job notice. While a generic code may be used if this particular function of the system is not required, the code must be agency specific. Valid values are located on the Applicant Tracking Title Group (ATTG) window. Type **GNERIC**

JOB NOTICE TYPE – Optional. Leave blank or enter the code for the job notice type that best describes this job notice. Valid values are located on the Job Notice Type (JNTP) window. Type **C**

JOB STATEMENT – Required. Enter the code for the job statement that best describes the job notice. Also, the generic code (GNERIC) may be used if this particular function of the system is not utilized. Valid values are located on the Job Notice Statement (JSTA) window. Type **GNERIC**

SHORT DESCRIPTION – Required - Enter the short description of the job notice. Type **CONST TECH**



JOB NOTICE PROFILE (JNOT)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Job Notice Profile

Job Notice ID: RAT02W1001 Start Date: 05 / 31 / 00 End Date: 08 / 31 / 00

Title Group: GNERIC Job Notice Type: C Job Statement: GNERIC

Short Description: CONST TECH ☐ Allow Auto Application Status Updates

Long Description:

Job Status: AC Status Reason: Status Date: 05 / 31 / 00

Agency: 605 Organization: 3H42

Profile Information | Contact and Overrides

Position Type: ☐ Permanent ☐ Temporary ☒ Not Applicable

Maximum # of Hires: Time Classification: Work Location: Geographic Area: Target Step: Position Number:

Civil Service Status: Percentage of FTE: Work Cycle: Special Requirements: Target Hire Date: / / Date of Origin: / /

Messages Tran ID: 10:57 AM 05/31/00



NOTES



JOB NOTICE PROFILE (JNOT)

Step 2 Continue to populate the fields on the header section of the JNOT.

ALLOW AUTO APPLICATION STATUS UPDATES – Optional. Check this box to allow auto status updates on applicants for this job notice. Clear to prevent auto status updates on applicants for this job notice. The default value is clear. In other words, you will want to check the box if you want the system to automatically update the Job Application windows when the job is no longer vacant. You will leave the box blank if you do not want the system to automatically update the Job Application windows when the job is no longer vacant.

LONG DESCRIPTION – Optional. Enter the long description of the job notice. The default value is the same as entered in the short description field.

JOB STATUS - Required. Enter the code for the job notice status that currently applies to the job notice. Valid values are located on the Job Notice Status (JNST) window. Type AC

STATUS REASON - Optional. Leave blank or enter the code for the job notice status reason. Valid values are located on the Job Notice Status Reason (JNSR) window.

STATUS DATE – Required. Enter the date (*mm/dd/yy*) that the “Job Status” is effective. Type TODAY’S DATE

AGENCY – Required. Enter the code for the agency to which the job notice applies. Valid values are located on the Agency Index (AGCY) window. Type 605

ORGANIZATION – Required. Enter the code for the organization to which the job notice applies. Valid values are located on the Organization Index (ORGN) widow. Type 3H42



JOB NOTICE PROFILE (JNOT)

ADVANTAGE Desktop - DA134

File Edit Display Process Window Help

Job Notice Profile

Job Notice ID: RAT02W1001 Start Date: 05 / 31 / 00 End Date: 08 / 31 / 00

Title Group: GNERIC Job Notice Type: C Job Statement: GNERIC

Short Description: CONST TECH ☐ Allow Auto Application Status Updates

Long Description:

Job Status: AC Status Reason: Status Date: 05 / 31 / 00

Agency: 605 Organization: 3H42

Profile Information | Contact and Overrides

Position Type: ☐ Permanent ☒ Temporary ☐ Not Applicable

Maximum # of Hires: 1

Time Classification:

Work Location: RA035

Geographic Area: DC

Target Step:

Position Number:

Civil Service Status: MODOT

Percentage of FTE: 1

Work Cycle: OUS

Special Requirements:

Target Hire Date: / /

Date of Origin: / /

Messages Tran ID: 10:58 AM 05/31/00



NOTES



JOB NOTICE PROFILE (JNOT)

PROFILE INFORMATION

The Profile Information panel allows users to enter information that determines specific characteristics of the job notice. Populating fields in this panel is optional.

Step 3 Populate the fields on the Profile Information panel of the JNOT.

POSITION TYPE – Optional. Select the value to indicate whether the position is permanent or temporary. Valid values are Permanent, Temporary and Not Applicable. Select **TEMPORARY**

MAXIMUM # OF HIRES – Optional. Enter the maximum number of hires for the job notice. If maximum number of hires is 0, it is assumed that there is no maximum. In most cases, there will be a one to one relationship between the number of hires and the job notice. Type **1**

CIVIL SERVICE STATUS – Optional. Enter the code for the civil service status (e.g., UCP merit, UCP non-merit, non-UCP, etc.). Valid values are located on the Civil Service Status (CIVS) window. Type **MODOT**

TIME CLASSIFICATION – The State of Missouri is not using this field.

PERCENTAGE OF FTE – Optional. Enter the percentage of full-time equivalent (e.g., 100% is entered as 1. 0, 90% is entered as 0.9, etc.). Type **1**

WORK LOCATION – Optional. Enter the code for the work location. Valid values are located on the Location (LOC) window. Type **RA035**

WORK CYCLE – Optional. Enter the code for the work cycle. Valid values are located on the Work Cycle (WKCY) window. Type **OUS**

GEOGRAPHIC AREA – Optional. Enter the code that denotes the geographic location associated with the job to be filled. Valid values are located on the Geographic Location (GEOG) window. Type **D9**



JOB NOTICE PROFILE (JNOT)

ADVANTAGE Desktop - OA134

File Edit Display Process Window Help

Job Notice Profile

Job Notice ID: RAT02W1001 Start Date: 05 / 31 / 00 End Date: 08 / 31 / 00

Title Group: GNERIC Job Notice Type: C Job Statement: GNERIC

Short Description: CONST TECH ☐ Allow Auto Application Status Updates

Long Description:

Job Status: AC Status Reason: Status Date: 05 / 31 / 00

Agency: 605 Organization: 3H42

Profile Information | Contact and Overrides

Position Type: ☐ Permanent ☒ Temporary ☐ Not Applicable

Maximum # of Hires: 1 Civil Service Status: MODOT

Time Classification: Percentage of FTE: 1

Work Location: RA035 Work Cycle: OUS

Geographic Area: D9 Special Requirements:

Target Step: Target Hire Date: 08 / 31 / 00

Position Number: AT21001 Date of Origin: 08 / 31 / 00

Messages | Tran ID: 11:01 AM 05/31/00

ADVANTAGE Desktop - OA134

File Edit Display Process Window Help

Job Notice Profile

Job Notice ID: RAT02W1001 Start Date: 05 / 31 / 00 End Date: 08 / 31 / 00

Title Group: GNERIC Job Notice Type: C Job Statement: GNERIC

Short Description: CONST TECH ☐ Allow Auto Application Status Updates

Long Description:

Job Status: AC Status Reason: Status Date: 05 / 31 / 00

Agency: 605 Organization: 3H42

Profile Information | Contact and Overrides

Contact Information:

Contact ID: OA400 Work Location:

Phone: () - Ext:

Referral Source:

Override Information:

Grade: Requirement: Pay Policy:

Minimum Salary: Maximum Salary:

Messages | Tran ID: 11:01 AM 05/31/00



JOB NOTICE PROFILE (JNOT)

Step 3 Continue to populate the fields on the Profile Information panel of the JNOT.

SPECIAL REQUIREMENTS – Optional. Enter the code to indicate additional special requirements for the position already defined on the Applicant Tracking Title Group (ATTG) window. Valid values are located on the Special Requirements (SPRQ) window.

TARGET STEP – Optional. Enter the code to indicate the step in which an applicant would be appointed. Valid values are located on the Step (STEP) window.

TARGET HIRE DATE – Optional. Enter the date (*mm/dd/yy*) on which the successful applicant for this job is expected to begin work. Type **THREE MONTHS FROM TODAY'S DATE**

POSITION NUMBER – Optional. Enter the position number of the position being filled by the job notice. This position must be valid within the Position Control Subsystem. Access the Position Status Maintenance (PSMT) window to establish a new position. Valid values for existing positions are located on the Position Status Inquiry (QPST) window.

Note: A position number of *Split* indicates that the employee has multiple positions associated with this appointment. This field may be left blank if the job notice will not be used to hire for a specific position (e.g., generic applicant pool). Type **AT21001**

DATE OF ORIGIN – Optional. Enter the date (*mm/dd/yy*) the job notice was created. Type **TODAY'S DATE**

CONTACT AND OVERRIDES

The Contact and Overrides panel allows users to enter the contact information for the job notice. In addition, users can also override the Grade, Requirement, pay Policy, or Minimum/Maximum Salary related to the job notice.

Contact Information

CONTACT ID – Optional. Enter the employee identification number of the contact person. Type **YOUR LOGIN ID**



JOB NOTICE PROFILE (JNOT)

ADVANTAGE Desktop - OA134

File Edit Display Process Window Help

Job Notice Profile

Job Notice ID: RAT02w1001 Start Date: 05 / 31 / 00 End Date: 08 / 31 / 00

Title Group: GNERIC Job Notice Type: C Job Statement: GNERIC

Short Description: CONST TECH ☐ Allow Auto Application Status Updates

Long Description:

Job Status: AC Status Reason: Status Date: 05 / 31 / 00

Agency: 605 Organization: 3H42

Profile Information Contact and Overrides

Contact Information

Contact ID: OA400 Work Location: 9HST04

Phone: (573) 522 - 5800 Ext:

Referral Source:

Override Information

Grade: Requirement: Pay Policy:

Minimum Salary: Maximum Salary:

Messages | Tran ID: 11:02 AM 05/31/00



NOTES



JOB NOTICE PROFILE (JNOT)

Step 3 Continue to populate the fields on the Profile Information panel of the JNOT.

WORK LOCATION – Optional. Enter the code for the contact person's work location. Valid values are located on the Location (LOC) window. Type **9HST04**

PHONE – Optional. Enter the telephone number (area code and number) for the contact person. Type **573-522-5800**

EXT – Optional. Enter the extension, if any, of the telephone number for the contact person.

REFERRAL SOURCE – Optional. Enter the code for the reason of the referral. Valid values are located on the Referral Source (REFR) window.

Override Information

GRADE – Optional. Enter an override grade code if the grade on the Applicant Tracking Title Group (ATTG) window is not applicable. Valid values are located on the Grade (GRDE) window.

REQUIREMENT – Optional. Enter an override requirement code if the requirement codes in the Applicant Tracking Title Group (ATTG) window are not applicable. Valid values are located on the Job Requirement (JBRQ) window.

PAY POLICY – Optional. Enter the override pay policy code if the pay policy on the Applicant Tracking Title Group (ATTG) window is not applicable. Valid values are located on the Pay Policy (PPOL) window.

MINIMUM SALARY – Optional. Enter the override minimum salary if the minimum salary on the Applicant Tracking Title Group (ATTG) window is not applicable.

MAXIMUM SALARY – Optional. Enter the override maximum salary if the maximum salary on the Applicant Tracking Title Group (ATTG) window is not applicable.



JOB NOTICE PROFILE (JNOT)

ADVANTAGE Desktop - OA134

File Edit Display Process Window Help

Job Notice Profile

Job Notice ID	RAT02W1001	Start Date	05 / 31 / 00	End Date	08 / 31 / 00
Title Group	GNERIC	Job Notice Type	C	Job Statement	GNERIC
Short Description	CONST TECH	<input type="checkbox"/> Allow Auto Application Status Updates			
Long Description	CONST TECH				
Job Status	AC	Status Reason		Status Date	05 / 31 / 00
Agency	605	Organization	3H42		

Profile Information Contact and Overrides

Contact Information

Contact ID	OA400	Work Location	9HST04
Phone	(573) 522 - 5800	Ext	
Referral Source			

Override Information

Grade		Requirement		Pay Policy	
Minimum Salary	0.00	Maximum Salary	0.00		

1 of 6: APPROVAL 1 APPLIED Messages Tran ID:000531000269 11:03 AM 05/31/00



NOTES



APPROVING A JOB NOTICE PROFILE (JNOT)

You have completed entering the field information for the JNOT. Remember that the Process: Update step checks the transactions for errors. After a transaction is free of errors, the necessary levels of approvals are applied. The JNOT requires three levels of approval and they are all applied by the agency.

Remember that items will enter and leave your worklists based upon what stage of the editing and approval process the transaction is in, what your security profile allows you to do, and your agency's workflow rules.

Now, let's complete the approval processing of the JNOT.

Step 1 Select **Process: Update**.

If the transaction contains errors, messages will appear specifying the errors. You would need to correct the errors and repeat Step 1. If your transaction is free of errors, a message will appear in the yellow message bar at the bottom of the transaction window telling you that approvals are ready to be applied.

Step 2 Close the transaction. Workflow will now route the transaction as needed.

Note: For training purposes, you will stop at this point. The instructor will complete the next step. However, in the "real world", you would perform one of the following steps to apply additional levels of approval. Your ability to apply different levels of approval will be determined by your security profile.

Applying Additional but Not Final Approvals

Step 3 Select **Process: Approve**.

Step 4 Close the transaction. Workflow will now route the transaction as needed.

OR

Applying Final Approval

Step 3 Select **Process: Approve-Update**.

Step 4 Close the transaction.